

# California Department of Veterans Affairs

*Serving Veterans Since 1946*



**Classification:** **Office Technician - Typing (\$2598 - \$3157)**  
(Typing Certificate Required)  
Permanent, Full-Time

**Location:** Veterans Home of California, Chula Vista  
Nursing Administration

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY.**

**Duties and Responsibilities:** *Under supervision of the Director of Nursing:*

- Prepare and review monthly employee timesheets, overtime slips, and absence slips.
- Coordinate nursing schedules.
- Compose and type routine memos, letters, and forms.
- Maintain and update documentation in a computer system.
- Maintain files and records, review and prepare documents.
- Order and maintain supplies and equipment in assigned area of responsibility.
- Responsible for answering routine inquiries, in person and on the phone.

**Desirable Qualifications:**

- Knowledge of modern office methods, supplies and equipment, including Microsoft computer programs.
- Ability to read and write English at a level required for successful job performance.
- Ability to perform difficult clerical work independently.
- Ability to utilize a wide knowledge of vocabulary, grammar and spelling.
- Communicate effectively, follow oral and written directions.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Veterans Home of California, Chula Vista  
700 East Naples Court  
Chula Vista, CA 91911  
**Attn: Lou Dumas**

**Inquiries:**

Voice: (619) 482-6026  
TDD: (916) 653-1966

**Final Filing Date:** **MARCH 9, 2007**